

Creston K-8



Parent/Student Handbook 2019-2020

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Welcome from the Principal

Dear Creston Families,

Welcome to the 2019-2020 school year at Creston! We are looking forward to an exciting year of learning, full of active learning opportunities for our students. We had a very productive year last year as worked together re-evaluating our goals and vision for Creston. Through this process we identified the following values to drive our work forward:

- 1. Commitment to Excellence**
- 2. Active Learning**
- 3. Mutual Respect**

This year we will begin the hard work of integrating these values into everything we do at Creston. You will see these values in action throughout the school year in many ways, from our curriculum, to discipline policies, to after school programs. We look forward to raising the level of rigor in our instruction and ensuring our students receive excellent learning opportunities through this work.

This handbook is meant to be a helpful resource for you and your student(s) throughout the school year. I encourage you to take some time to review the information on the following pages. I think it will answer many of your questions, especially about enhancements we have made this year to our school. If you have any additional questions, please feel free to speak with your child's teacher or call the office at 503-916-6340.

Warmly,

Angelica Cruz

Principal

CRESTON'S VISION and MISSION

Our Values...

Commitment to Excellence

Active Learning

Mutual Respect

Our Vision...

"An inclusive community where personal excellence and academic growth meet."

Our Mission...

"Creston's mission is to build a learning community that maximizes each student's academic, social, and personal growth by fostering student belonging and self-worth while inspiring a love of learning and respect for all."

DAILY SCHEDULE

Kindergarten - 5th Grade	6 th - 8 th Grade
8:30 AM Front Doors Open/Breakfast	8:30 AM Front Doors Open/Breakfast
8:38 AM Welcome Bell/Classrooms Open	8:38 AM Welcome Bell/Classrooms Open
8:45 AM Instruction Begins/Tardy Bell	8:45 AM Instruction Begins/Tardy Bell
3:00 PM School Ends	3:15 PM School Ends

CRESTON'S 2019-2020 STAFF ROSTER

Staff Member	Position	Room
Angelica Cruz	Principal	Office
Lisa Edwards	Principal's Secretary	Office
Victoria Osborne	School Secretary	Office
Teachers		
Lauren Fuentes	Kindergarten	113
Elaine Winn	Kindergarten	111
Amber Hilbourne	1 st Grade	117
Melissa Standley	1 st Grade	115
Stephanie Pearl	2 nd Grade	103
Maura Fox	2 nd Grade	106
Ben Needham	3 rd Grade	105
Kate McCartney	4 th Grade	102
Zachary Rodecap	4 th Grade	104
Kathleen Williams	5 th Grade	109
Sherri Grewell	6 th Grade Science, Math, Social Studies	107
Chuck Billedeaux	7 th -8 th Grade Math/Art	112
Debbie Greene	6 th & 8 th Grade Lang. Arts, Social Studies/French	110
Jeff Johnson	7 th -8 th Grade Lang. Arts, Social Studies	118
Keli Iwamoto	7 th -8 th Science/STEAM	114
Greta Bergren	6 th -8 th Grade Reading & K-5 Reading Intervention	108
Peter Gawronski	6 th -8 th Spanish & Elem. Spanish Pilot	108
Bryan Schalk	K-5 P.E.	Gym
Katarina Juarez	MS PE/Health & K-8 ESL	101E
Samuel McKinstry	K-5 Music/ 6 th -8 th Band	Auditorium
Jacqueline Hellis	Library/Media Specialist	Library
Julie Becker	CRP - K-2 Gr Dual Language	101B
Kelsey Mahaney	CRP - 3rd/5 th Gr. Dual Lang.	101C
Pam Taylor	CRP - K-5 Gr Listening/Spoken	101A
Specialists and Support		
Lisa Hibbert	Student Culture Specialist	116
TBD	K-5 Counselor	100C
Laureen Held	6 th -8 th Counselor	103A
Laurel Wilkins	Learning Center	108A
TBD	Learning Center	108A
Rachel Ray	Psychologist	Library Office
Melissa Rose	Speech Pathologist	100A
Ellen Mekjavich	Occupational Therapist	
Heidi Regelein	CRP Speech/Lang	100B
Renee Taylor	CRP Speech/Lang	100E

Additional School Supports

Patty Ma	Health Assistant	Office - Health Room
Colin Porter	Head Custodian	
Janet Watkins	Cafeteria Lead	
Ben Maurer	SUN Site Manager	503-278-0074
Elena Miranda	SUN Extended Day Coordinator	

ACADEMICS / ATTENDANCE

The most important job we have is to help our students become independent and life-long learners. The staff at Creston work very hard to address the learning needs of each student so they meet and exceed the academic standards set by the State of Oregon. Students will participate in standardized state testing in 3rd-8th grade. Kindergarten through second grade students are assessed in a variety of ways to monitor progress.

Parents can support their child by encouraging them to come to class prepared, follow directions, complete in-class and homework assignments, and maintain responsible and respectful behavior at all times. Students who develop these habits will have gained invaluable life skills.

Homework

Homework consists of out of class tasks assigned as an extension of the classroom experience. Homework assignments reinforce what students have learned in class and promote independent work habits.

Students should expect some homework during the week. Families should learn the teacher's homework practices. The types of homework students can expect may include:

- Completion of classwork that was not finished in class.
- Reading in conjunction with book reports or assignments.
- Reading for enjoyment each night.
- Short-term assignments that support or reinforce work done in class.
- Long-term assignments that require both home and class time.
- Review for tests.

Some textbooks will be checked out to students for their use in class, and in some grades, to take home for homework. Students will be responsible for taking good care of books checked out to them. Families will be billed for replacement costs of lost textbooks and library books.

Attendance

Oregon law requires that parents or guardians send their children between the ages of 7 and 18 years regularly to a full-time public school until they have completed the 12th grade. It is imperative that parents assume this responsibility because the regular and prompt attendance of children in school programs is essential for their educational success. Poor attendance patterns frequently result in school failure and diminish the motivation of students to learn with consequent loss of interest in school. Students should be at school and on time each day, unless they are ill. Of course, when a student is ill, he/she should be kept at home, but every effort should be made to avoid having a student out of school for reasons other than illness.

STUDENT BEHAVIOR / EXPECTATIONS

Creston uses a framework called Positive Behavior Interventions and Supports (PBIS) as well as Restorative Justice practices. We use these tools to help improve the social and learning behaviors of students and decrease disruptions that interfere with instruction.

Behavior at Creston is based upon common sense and good manners, with a minimum of written rules. Mutual Respect is one of our core values, and thus our discipline practices reflect this value. Each teacher establishes a set of classroom behavior expectations. We believe each student is responsible for his/her own actions and that it is our job to support students in making good choices that lift up the classroom community. Most students make excellent choices and demonstrate good behaviors. When a student is unable to act responsibly, appropriate actions will occur in order to support the student as well as maintain a positive learning environment for all students in the class.

Every student at Creston should have the opportunity to develop his or her abilities to the fullest. This happens in a safe, positive and caring school. Student attitudes and behaviors shape the environment.

School-wide expectations have been set for common areas such as hallways, the cafeteria, the playground, the library, restrooms and assemblies. Look for posters stating these expectations throughout the school.

Interventions and consequences have also been established to create a sense of consistency throughout the school. Staff will interact with students who are making poor or unsafe choices and assign natural consequences. These actions may result in a referral to the Student Culture Specialist and/or Principal.

All behavior incidents are investigated and consequences are assigned according to the school district guidelines. These guidelines are published in the Students' Responsibilities, Rights and Discipline Handbook that is sent home with students in September and available on the PPS and Creston websites.

Creston School's Code of Conduct

Be Respectful

- **Respect yourself:** Respect and honor yourself by being honest, fair and by doing your best work.
- **Respect Others:** Our classmates and teachers deserve your respect, just as you deserve respect from them. Being respectful of others means never using hurtful language around and against others. Respect the individuality of others. We are all unique. Treat others as you would want to be treated. Respecting others means not interfering with their right to learn or teach. This goes beyond the classroom. It includes assemblies and all other events held at Creston.
- **Respect Property:** Please do not take, hide, or damage other people's property. This includes school property.

Be Responsible

- Learning is important. Come to class on time and prepared to do your best.
- You are responsible for your own behavior. Accept the consequences for your actions when you do something harmful in the school.

Be Safe

- Consider your safety and the safety of others when moving around the building.
- Be careful not to endanger others or their property.
- Keep your hands, feet, and objects to yourself.

Harassment/Bullying

(Source: Portland Public Schools Guide to Policies, Rules and Procedures on Student Responsibilities, Rights, and Discipline)

Harassment is an unwanted behavior at Creston. Harassment /Bullying includes intimidating, coercing, threatening, or any other act this is repeated or severe and substantially interferes with a student's educational opportunities, or performance. This involves verbal as well as physical misconduct, particularly when the action is based on race, national origin, gender, religion, sexual orientation, age or disability. Sexual

harassment is deliberate, unwanted sexual advances and/or verbal, visual, written or physical conduct of a sexual nature directed at a person because of his/her gender.

Make sure you do not pick on each other, call names, or do anything that makes other students feel bad.

If someone is harassing/bullying you:

If someone is harassing you, it might be tempting to be mean back. Do not do it. Getting even with someone for his or her bad behavior does not help. It is not allowed and can get you in trouble.

Follow this plan if you get picked on:

1. First tell the students to stop and that you do not like the behavior, then walk away.
2. If it happens again, seek help from an adult in the school.

Steps taken when harassment is reported:

1. Student or staff will complete a referral report.
2. Incident(s) will be investigated,
3. Harassing student may be given a consequence.
4. Further harassment will result in disciplinary consequences and may include suspension and expulsion.

CELL PHONES / ELECTRONIC EQUIPMENT

Student cell phones are expected to be turned off and put away *inside Creston School from the time the student arrives inside the building until dismissal.* This restriction includes recess time outside, lunch time in the cafeteria and all areas of the building, including bathrooms. Teachers may choose to give permission to students to use their phones inside a classroom for educational purposes for a specific time period. Students may use the office phone to make any necessary calls to parents/family members during the school day.

Creston Staff will proactively address inappropriate cell phone uses on campus during the school day. There are multiple reasons for this:

- Distraction from learning: Using cell phones for texting, using the restroom to make calls, or social media use, creates a distraction from the classroom learning; especially when many students are accessing their phones.
- Online safety concerns: Cell phones are mostly smartphones, which function as mini-computers, allowing students to access videos, pictures, social media, and take pictures and videos. While we can provide monitored and filtered access on school devices, we can't protect students from accessing or sharing inappropriate content,

or from engaging in unsafe communication with adults on social media on their phone.

- School campus safety concerns: Students may not use cell phones to text other students, use social media, or take pictures or videos, with the intention of engaging in harassment of other students during or outside of school hours. In some cases, students may do this unintentionally due to the common practice of sharing photos and videos, and commenting on them on social media, resulting in harm to the community and disciplinary consequences.

Cell phones and other personal electronic devices **will be confiscated if they are taken out or turned on, without permission, during the school day.** If a Creston teacher or staff member confiscates a student cell phone or electronic device during the school day:

- First offense: Cell phone may be picked up by student at the end of the day.
- Second offense: Cell phone may be picked up by student at the end of the day, and a notification will be sent to the parents regarding violation of the cell phone policy.
- Third offense: Parents will be called by the school to come up with consequences, which may include restrictions such as drop off phone each morning/pick up end of day at main office for a determined number of days, requiring parents to pick up the phone for future violations, or any other agreed upon consequences with parent input.

Please also note, Creston School is not responsible for any electronic equipment brought to school. Staff time will not be spent investigating the theft of any electronic equipment.

BICYCLES/SKATEBOARDS/SCOOTERS

Bicycles, skateboards and scooters may be ridden to and from school but are not to be ridden on school grounds. The school district does not assume any responsibility for stolen or damaged bikes, skateboards or scooters. Please remember to lock your bikes for safety reasons. A covered bike shelter with bike racks is available in front of the school, as well as an adult bike rack on the east side of the school. Skateboards and scooters may be left in the office during the school day, but the office staff will not be responsible for them.

STUDENT ARRIVAL / DEPARTURE EXPECTATIONS

Students may arrive at Creston School after 8:30 AM and all students leave the school grounds promptly after they are dismissed at the end of the school day. There is no supervision of students before 8:30 AM or after 3:20 PM. Please discuss the school starting and ending times with your children, be sure you have a family plan for students

going to and from school at the appropriate times, or arrange for childcare if your child needs supervision after school hours.

Bus Information

Students living within the Creston attendance area but more than a mile from the school are eligible to ride the bus to and from school. For more information, please contact Creston's office.

Student Drop-Off/Pick-Up Zone

Look for our student drop-off/pick-up zone at the curb in front of the school. This space was created to increase safety at arrival and dismissal times. You may use these spaces for up to 5 minutes to drop off or pick up your child at the curb. *Drivers must remain in the vehicle while using these spaces.* Please do not leave your car unattended in this area and respect posted time limits and no-parking areas to ensure the safety of all our students.

Traffic/Safety Patrol

The safety of Creston students is our top priority. We ask you to drive with extreme caution in front of school and the nearby side streets and be aware of students and Safety Patrol members. Please teach your student to only cross the streets in front of the school at the corners where the Safety Patrol is present. Please obey all traffic signs posted around the school.

HOME-SCHOOL COMMUNICATION

Communication between home and school is a critical component to a successful school partnership. We strive to communicate often in regards to various aspects of our school program.

“Monday Message” emails are sent from Creston School to all Creston families each week, with the latest school news and reminders of upcoming events. Teachers also send home communications for parents from the classroom and maintain a classroom website or blog to communicate with families.

Please also use the Creston School website as a reference for school and event information: <http://www.pps.k12.or.us/schools/creston/>

Our teachers work with your children every day. Your child's teacher knows each child as an individual and as a member of the class. If there is a problem or question, the

teacher is the best person to contact for information. We encourage parents to contact teachers by telephone, in writing, or by email, requesting a return call, whenever a question or concern arises. The best time to call teachers is before 8:30AM or after 3:15PM. All teachers have a workstation in their classrooms and Portland Public Schools email address at which they can be reached. A list of staff emails is available on the Creston School website: <https://www.pps.net/domain/539>

Teachers may involve the principal or other support staff in situations, such as behavior issues, counseling needs, special academic concerns, or attendance problems. Parents are welcome to contact the principal if they still have unresolved questions or concerns that have not been answered after consulting with the teacher, or if they have a serious issue needing the principal's immediate attention.

2019-2020 Back to School Open House

Our Back to School Open House will be held this year on **September 19th at 5:30PM**. The purpose of this event is to encourage parents to visit the classroom, meet the teacher, and learn about the curriculum for the year. This also provides a good time for parents to sign up to volunteer in the classroom, join the PTA, learn about after-school programs, and find out more about extra-curricular opportunities like SUN School.

2019-2020 Parent-Teacher Conferences / Report Cards

Conferences at Creston will be held **all day and in the evening of November 25th and 26th**. During these conferences, you will have the opportunity to discuss your child's academic gains and hear more about what is happening in the classroom. K-5 students will bring home a report card 2nd and 3rd quarter. 4th quarter report cards are mailed home to K-5 students after school has ended in June. Middle school student progress reports and report cards are mailed home each quarter.

PARENTAL INVOLVEMENT

Visiting Creston

We invite parents to visit Creston School! We request that you check with your child's teacher to make arrangements for a visit. As a safety precaution, we ask all visitors to check in and out at the school office and wear a visitor's badge while in the building. Please check in with the office, even if you are a regular volunteer, so that staff members know you are in the building.

From time to time families have children from other schools, perhaps from out of town. Often these children want to attend school with their friends or relatives. We also have former Creston students who want to visit old friends or teachers. This can create safety issues and unexpected problems or inconvenience to the classroom teacher or school staff. Therefore, Creston does not allow visits by students not registered at Creston School.

Volunteering at Creston

Parents, family members and community members are welcome to volunteer! Special school events require a huge commitment of time and energy, and they are successful because volunteers devote their free time to make them happen. Organizing vision screening, school pictures, and fundraisers are one-time activities, which require several parents or volunteers to coordinate. Classroom teachers need tutors, room parents, and field trip chaperones. If gardening is your strength, the Creston garden is always in need of an extra pair of helping hands. If you are interested in helping, but are not sure you have the skills, we would be happy to teach you! We'll find the right spot to use your talents. For safety purposes, each volunteer must complete a criminal background check every three years. Please email our PTA Volunteer Coordinator at volunteercoordinator@crestonschoolpta.org if you are interested in volunteering.

Creston Site Council

Creston School has a team of parents and staff who work together to help support the school's instructional program and oversee school improvement efforts. It includes a representative group of staff and parents who serve a 2 year term and meet at least 3 times per year to review Creston's Comprehensive Achievement Plan, assess progress, and make recommendations to the entire staff and parent community. This year's Site Council includes the following members:

Parents: Mirra Nerenberg, Courtney O'Leary, Tia Knuth
Teachers: Kate McCartney, Melissa Standley, Maura Fox, Pam Taylor
Community Members: Ben Maurer, Melissa Warren

Parents, staff, and community members are welcome to attend meetings.

PTA (Parent Teacher Association)

We are fortunate at Creston to have enthusiastic and dedicated parents and committed staff who work together collaboratively to support student learning. The PTA is involved in supporting our students by organizing special programs, coordinating volunteers for school events, and raising money for special projects. The PTA Board meets once a month and general membership PTA meetings are held throughout the year. All parents

and staff are encouraged to join the PTA and get involved in any way possible. The commitments are both large and small, short term and yearlong. There is a place for everyone to help! If you are interested in volunteering right away, please call one of the PTA Board Members or email the Volunteer Coordinator at volunteercoordinator@crestonschoolpta.org. PTA membership information will be found in your opening packet.

2019-2020 CRESTON PTA BOARD

President	Meghan Kelley	president@crestonschoolpta.org
Vice President	Tia Knuth	vicepresident@crestonschoolpta.org
Treasurer	Erin Telford	treasurer@crestonschoolpta.org
Secretary	Keely Montgomery	secretary@crestonschoolpta.org
Membership	Courtney O'Leary	membership@crestonschoolpta.org
Health & Safety Coord.	Molly O'Neill	healthandsafety@crestonschoolpta.org
Volunteer Coord.	Mirra Nerenberg	volunteercoordinator@crestonschoolpta.org

SCHOOL PROGRAMS / PARTNERS

English as a Second Language (ESL)

The ESL Department provides support to students with limited English skills for students whose first language is not English. Our current population includes students who speak numerous languages other than English. These students receive support from a certified ESL teacher. ESL students are also supported within the classroom through the use of sheltered English in the content areas where language is a barrier to learning. Students who qualify for ESL services will receive instruction most of the day in a general education classroom but will receive additional services needed to assist with English language development.

Special Education Services

Students qualifying for services will receive support from our Special Education staff, which includes a Learning Center teacher, a Psychologist, and a Speech/Language Pathologist. Some of this support will take place in the general education classroom and some will take place in the Learning Center, based upon each student's Individualized Education Plan (IEP) needs.

SMART (Start Making a Reader Today)

Creston is fortunate to partner with the SMART Program. SMART provides volunteers who come to school twice per week to read with selected students in Kindergarten through Second Grade. These students have been identified as students who will benefit from extra one-on-one reading time. This program is a valuable asset for our students!

Schools Uniting Neighborhoods (SUN)

We are a vibrant SUN school site! SUN Community Schools mobilize and strategically organize community resources to provide:

- After-school academic programming
- Educational support and skill development for youth and adults
- Enrichment and recreation activities
- Family involvement and support
- Social, health, and mental health resources
- Family and community events

Talented and Gifted (TAG)

Students who have been identified as having exceptional potential in certain areas may be eligible for the Talented and Gifted (TAG) program. Parents and teachers may nominate a student for the TAG program anytime during the open nomination period.

The Creston teachers adjust the curriculum for TAG students so that it matches the individual needs for learning. Please contact our TAG coordinator, Lauren Fuentes at lfuentes@pps.net, for more information.

Enrichment

Creston offers a variety of enrichment opportunities for students. For K-5 students, this includes Physical Education (3x/week), Library (1x/week), and Music (2x/week). For Middle School students, optional electives are selected by students and include Band, Spanish, French, Art, and Technology. Additionally, all Middle School students take 1 quarter each of Health Education, PE, Multicultural Book Clubs, and STEAM (Science, Technology, Engineering, Arts, and Mathematics).

Technology

As a student in Portland Public Schools, your child has a free Google Apps for Education (GAFE) account. Google Apps include Drive, Docs, Sheets, Slides and other

programs. These tools let a student easily create, save, edit and share online documents. Students with access to the internet - at school, at home, or anywhere else with internet access - have access both to their school work and apps. Students do not need a particular type of device to use Google Apps; a Mac, PC, tablet or mobile device will work. Students do not need a particular program to create and edit work; web-based programs are part of GAFE. GAFE makes it easy for students and teachers to share work and for students to work together on group assignments. Parents can view assignments and work from home. Google Docs save automatically and online every 3 seconds. Students need to understand what they write and share is not private; teachers have access to their work.

Parents give permission for students to access GAFE on the registration/verification form each year. If you do not want your student to have this access, please contact the school to revoke permission. As with any other school activity, parents are encouraged to monitor their students' work and help their students be safe and make good choices. The following are Creston School's Technology Guidelines which direct technology use for students. If students choose not to follow these guidelines, then they are choosing to face disciplinary action and the possibility of losing use of the District's technology resources. Feel free to contact the school if you have any questions or would like additional information.

- Creston students must follow school rules when using technology - computers, tablets, or other devices.
- Time spent using school equipment is to be used for educational activities - looking for information, working on projects, practicing skills, etc.
- Creston students must be respectful of others when using technology. Using bad language, or language that harasses, belittles, defames or embarrasses others, or forwarding this type of material, will not be tolerated.
- No personal contact information should be shared/given out unless directed to do so by a Creston staff member. "Personal contact information" means last name, phone number, address, picture, etc.
- All copyrights must be respected and proper credit must be given for other people's work and ideas.
- Students may only access their own files or records, unless copying a file is part of a lesson.
- Students are responsible for protecting their passwords. Passwords are not to be shared with other people and students must not use another person's password.
- Students must not download any software or apps without permission.
- Equipment, cables, and settings are to be left as they were found. If something isn't working, students should report it to their teacher.

Cafeteria

Creston participates in the federally subsidized meal program offering free and reduced price meals to students who qualify based on family income. If you think you might qualify and did not receive a form, contact the office for a copy. If your income status should change during the course of the year, please notify the office immediately.

Parents are responsible for making certain their children have money in their lunch account. Money can be paid to the cafeteria manager before the start of school each morning. Monthly purchases of lunches are encouraged. The current price for hot lunches (includes milk, prices subject to change) is: \$2.80 for K-5 lunches, \$3.05 for 6th-8th grade lunches and 50 cents for milk, if purchased separately.

Before & After School Childcare

Champions, in cooperation with Portland Public Schools, will provide before and after-school childcare at Creston. This service is designed to provide a safe and positive experience for children at a reasonable cost. If you are interested in this service, please call 503-568-5130.

Head Start/Creston Annex

The Head Start Program serves four-year-old students who qualify for this special pre-school opportunity based on family income guidelines. Multiple Head Start classrooms are housed in the Creston Annex located at 4620 SE Powell Blvd. If you have questions about the Head Start Program, please call the Creston Annex at 503-916-6219. Nalota Herms is the Creston Annex Administrator.

Morrison Center Mental Health Services at Creston

It is no secret that students perform better academically and find greater success in social relationships when their mental and emotional needs are being attended to. Our qualified mental health provider strives to provide high quality, culturally-competent counseling services within the school-based setting to students who may be struggling with issues related to loss, prior traumatic experience, behavioral misconduct, difficulty in social and family relationships, and a variety of other concerns. If you are an Oregon Health Plan member and are interested in finding out more information, or if you feel that your student might benefit from receiving these services, please speak with our school counselor about being referred for services.

MESD School Health/Medication Administration

Our MESD School Health Assistant provides daily care in the health room, including:

- Responding to illness and injuries
- Providing First-Aid
- Administering prescribed medication

- Carrying out procedures developed and written by the registered nurse (such as plans to manage students with diabetes, serious allergies, asthma, ADHD and chronic health conditions)
- Helping schools to track immunization records to reduce the number of students excluded.

The school's nurse provides consultation about medication administration that must occur at school. Remember to ask your medical provider if your child's medication can be given outside school hours. This is safer for your child and easier for you. Only medication that is necessary to be given during the school day will be kept at school. By Oregon law, if medication must be given at school, you must:

- Provide written permission (forms are available at school)
- Make sure all medications (prescription and over the counter) are in original containers and marked with the student's name.
- All medication must be delivered to school by the parent or responsible adult designated by the parent. Student may not keep medications with them.
- Make sure the school has an adequate supply of all medications required by your child.
- Pick up the medication when it is no longer needed at school. Medication that is needed all year must be picked up at the end of each school year. All medication not picked up by the end of the year will be discarded.

SAFETY DRILLS

Safety drills are performed throughout the year to ensure students are prepared for a variety of emergency situations. These include earthquake, fire, lockout, lockdown, and reunification drills. Fire drills are held once per week during the first month of school and then once per month for the remainder of the year. These drills ensure that students can safely exit the building in a timely manner. An evacuation route with fire drill procedures is posted in each classroom. The signal for a fire drill is a loud siren.

Earthquake drills occur at least once per year, and lockdown/lockout drills occur each quarter. Reunification drills occur twice per year. A summary of each of these situations and procedures are outlined in the PPS School Emergency Response Plan on the following page.

IN AN EMERGENCY WHEN YOU HEAR IT DO IT!

PPS School Emergency Response Plan

PPS has a multi-hazard emergency response plan. The plan is based on six actions. Lockout, Lockdown, Lockdown Team Response, Evacuate, Duck-Cover-Hold On and Shelter-in Place.

Lockout

Secure the Perimeter

Lockout is activated when there is an unsafe situation outside the school building. Designated personnel are assigned to secure the exterior doors to the building.

Students:

Return and remain inside the school building
Business as usual inside the classroom

Teachers:

Bring everyone indoors
Ensure exterior doors are locked
Increase situational awareness
Take attendance
Business as usual inside the classroom



Evacuate

Move students and staff from one location to another

Students:

Leave stuff behind
Form a single line
Move quickly and safely to the directed location

Teachers:

Grab attendance roster, emergency forms and emergency supplies
Close classroom door
Lead students to the evacuation location
Take attendance, account for students



Lockdown

Locks, Lights, Out of Sight

Lockdown is activated when there is a threat inside the school building. Creates a time barrier.

Students:

Immediately move away from the threat
Get to a safe area-classroom or away from the school
Stay out of sight
Maintain silence

Teachers:

Immediately bring students in to the classroom
Lock the classroom door
Cover interior windows, lights out
Move away from sight
Maintain silence
Wait for First Responders to open the door
Take attendance, account for students



Duck-Cover-Hold On

Earthquake

Students:

Get Under a desk, table or hard surface
Stay away from windows and other objects that could fall
Wait for evacuation instructions from teacher

Teacher:

Get Under a desk, table or hard surface
Stay away from windows and other objects that could fall
Assess the damage, determine if it is safe to evacuate
Grab emergency attendance roster and emergency supplies
Take roll, account for students



Team Response

Activate School Emergency Team (SET)

Team response is activated when there is a medical emergency or some non-threatening incident that requires staff to control movement inside the school.

Students:

Immediately return to their classrooms

Teachers:

Return to classrooms
Take attendance, account for students
Increased situational awareness
Business as usual inside classroom



Shelter-in Place

Remain in doors-air contaminate or threat requiring staff and community to remain in doors.

Students:

Follow the instructions of teacher
Be ready to move

Teachers:

Cancel outside activities
Move students to interior rooms
Seal windows doors if necessary
Take attendance, account for students





2019-20 School District Calendar (Subject to possible revision)



- Calendars are online: Go to www.pps.net and click on the "Calendar" link.
- ⊕ Snow make-up days will be added at the end of the school year.
- **NOTE:** There will be no early dismissals or late openings for the 2019-20 school year.

JULY 2019

S	M	T	W	Th	F	S
	1	2	3	X	X	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

S	M	T	W	Th	F	S
				1	2	3
4	5	6 ^{BAL}	7 ^{BAL}	8 ^{BAL}	9 ^{BAL}	10
11	12	13	14	15	16 ^{NEO}	17
18	19	20	21	22 ^{PROF}	23 ^{PROF}	24
25	26 ^{PLAN}	27 ^{PLAN}	28 ^{PLAN}	29	30	31

SEPTEMBER 2019

S	M	T	W	Th	F	S
1	X	3 ^{START}	4	5	6	7
8	9	10*	11	12	13	14
15	16	17*	18	19	20	21
22	23	24*	25	26	27	28
29	30					

OCTOBER 2019

S	M	T	W	Th	F	S
6	7	8 ^{1*MT}	9	10	11 ^{GRD}	12
13	14	15*	16 ^{PLAN}	17	18	19
20	21	22*	23	24	25	26
27	28	29*	30	31 ^{GRD}		

NOVEMBER 2019

S	M	T	W	Th	F	S
					1 ^{PLAN}	2
3	4	5*	6	7	8	9
10	X	12	13	14	15	16
17	18	19*	20	21	22	23
24	25 ^{DRIVE}	26 ^{DRIVE}	27	X	X	30

DECEMBER 2019

S	M	T	W	Th	F	S
1	2	3 ^{TH-16}	4	5	6	7
8	9	10 ^{MT}	11	12	13	14
15	16	17*	18	19	20	21
22	23	X	X	X	X	28
29	30	31				

JANUARY 2020

S	M	T	W	Th	F	S
			X	2	3	4
5	6	7*	8	9	10	11
12	13	14*	15	16	17	18
19	X	21	22	23	24 ^{GRD}	25
26	27 ^{PLAN}	28*	29	30	31	

FEBRUARY 2020

S	M	T	W	Th	F	S
						1
2	3	4*	5	6	7	8
9	10	11*	12	13	14	15
16	X	18	19	20	21	22
23	24	25 ^{MT}	26	27	28	29

MARCH 2020

S	M	T	W	Th	F	S
1	2	3*	4 ^{MT}	5	6 ^{TH-16}	7
8	9	10*	11	12	13	14
15	16	17*	18	19	20	21
22	23	24	25	26	27	28
29	30	31*				

APRIL 2020

S	M	T	W	Th	F	S
			1	2	3 ^{GRD}	4
5	6 ^{PLAN}	7*	8	9	10	11
12	13	14*	15	16	17	18
19	20	21*	22	23	24	25
26	27	28*	29	30		

MAY 2020

S	M	T	W	Th	F	S
					1	2
3	4	5 ^{MT}	6	7	8	9
10	11	12*	13	14	15	16
17	18	19*	20	21	22	23
24	X	26	27	28	29	30

JUNE 2020

S	M	T	W	Th	F	S
	1	2*	3	4	5 ^{GRD}	6
7	8 ^{PLAN}	9 ^{PLAN}	10 ^{PLAN}	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2020

S	M	T	W	Th	F	S
			1	2	X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- ▒ Students out of school
- ▒ Schools closed and district offices open
- X Schools and district offices closed
- DAY/EVE Day and evening conferences (No school for students)
- START Start of school year
- END End of school year
- GRD Grading period ends
- NE Statewide Inservice (Schools closed)
- MT Mid-Term Progress Reports entered into student system
- TH-16 High School transfer application deadline
- TH-6-16 Elementary/Middle School transfer application deadline
- PLAN Teacher Planning Day

- PROF Teacher Professional Development Day
- TENTATIVE Tentative Teacher Professional Development (re-configured/Focus/Priority Schools 1-3 days)
- NEO New educator orientation
- CC Classified Connection (PD for classified employees)
- * School site staff meetings
- Snow make-up days for students (END, GRD, and PLAN days move accordingly)
- ⊕ Possible snow make-up day for students (announced by January 18)
- BAL Building Administrators Leadership
- PSAT/SAT PSAT Test Date/SAT Test Date

Revision Date: June 7, 2019